



Department of Corrections and Rehabilitation
NOTICE OF CHANGE
TO DEPARTMENT OPERATIONS MANUAL

**Chapter 3, Article 22,
Section 33030.27.1,
Administrative Time Off**

Transmittal Letter Number:

13-08

Revision Date:

July 9, 2013

The purpose of this document is to provide all Department Operations Manual (DOM) holders with information regarding Chapter 3, Article 22, Section 33030.27.1 regarding Administrative Time Off (ATO).

This revision increases the amount of time for requesting approval to extend ATO if it is determined an employee should remain on ATO beyond 30 working days. This revision also changes references to the Department of Personnel Administration to the new names, California Department of Human Resources (CalHR). A reference is changed from the Employee Discipline Unit in the Office of Personnel Services to the Employment Advocacy and Prosecution Team in Legal Affairs, to reflect the current organization responsible for this policy.

Please inform all persons concerned of the contents of this Notice, which shall remain in effect until incorporated into the next edition of the DOM. Inquiries regarding the subject matter of this policy may be directed to Barbara Moore at (916) 324-6843.

Original signed by:

STEPHANIE CLAUSS
Chief Deputy General Counsel
Office of Legal Affairs

Attachment